

ENTERPRISE FUNDS

This section contains the budgets for three of the City's Enterprise Funds. Two other enterprise funds for electric and water are in the Burbank Water and Power section. These funds are used to account for operations financed and operated in a manner similar to a private business enterprise.

The funds in this section include:

Water Reclamation & Sewer Fund	Fund 494
Golf Fund	Fund 495
Refuse Collection & Disposal Fund	Fund 498

Water Reclamation & Sewer Fund

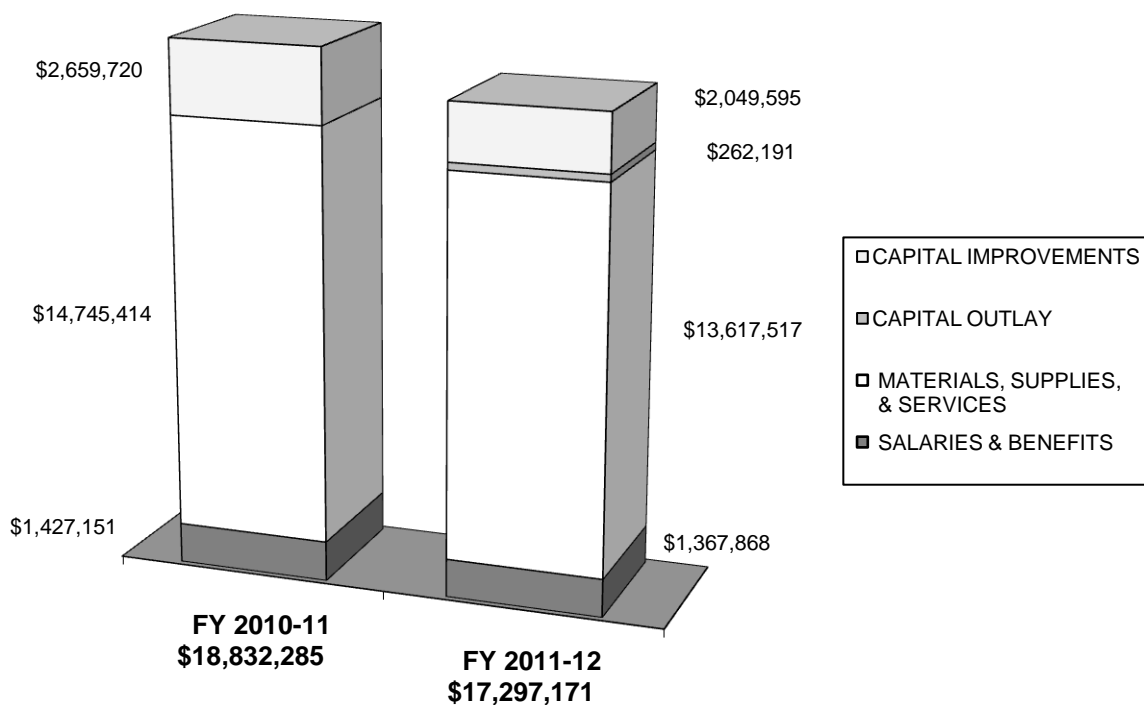
Fund 494

The City's Water Reclamation Plant and Sewer System are run as a separate enterprise, funded exclusively by sewer connection fees and monthly charges. General Fund revenues are not used to support this fund's operations, which is administered by the Public Works Department.

FUND SUMMARY

	EXPENDITURES 2009-10	BUDGET 2010-11	BUDGET 2011-12	CHANGE FROM PRIOR YEAR
Staff Years	11.000	12.200	11.247	(0.953)
Salaries & Benefits	\$ 1,369,798	\$ 1,427,151	\$ 1,367,868	\$ (59,283)
Materials, Supplies, Services	11,344,759	14,745,414	13,617,517	(1,127,897)
Capital Outlay			262,191	262,191
Capital Improvements	20,742,978	2,659,720	2,049,595	(610,125)
TOTAL	\$ 33,457,535	\$ 18,832,285	\$ 17,297,171	\$ (1,535,114)

WATER RECLAMATION & SEWER FUND 494 SUMMARY



Water Reclamation & Sewer Fund

Operations Program

The Water Reclamation and Sewer Fund Operations Program is comprised of three sections: Engineering & Design, Industrial Waste Permitting & Inspection, and Plant Operations & Maintenance. Operation and maintenance of the City's Water Reclamation Plant, Industrial Waste Monitoring, and some aspects of enforcement are all provided by outside professional services.

Other program functions include issuing sewer permits, collecting and updating sewer fees, preparing reports and studies relating to the City's Sewer Master Plan and infrastructure needs, and coordinating related administrative activities with the City of Los Angeles, state and federal regulating agencies.

PROGRAM SUMMARY

	EXPENDITURES 2009-10	BUDGET 2010-11	BUDGET 2011-12	CHANGE FROM PRIOR YEAR
Staff Years	4.000	4.200	4.247	0.047
Salaries & Benefits	\$ 523,669	\$ 577,710	\$ 622,406	\$ 44,696
Materials, Supplies, Services	10,950,390	14,119,849	12,963,615	(1,156,234)
Capital Improvements	20,538,083	2,309,720	1,969,595	(340,125)
TOTAL	<u>\$ 32,012,142</u>	<u>\$ 17,007,279</u>	<u>\$ 15,555,616</u>	<u>\$ (1,451,663)</u>

Water Reclamation & Sewer Fund

Engineering & Design Section

494PW23A

The Engineering & Design Section provides for present and future needs of the community related to the collection, treatment, and disposal of residential, commercial, and industrial wastewater in compliance with federal, state, and local regulatory agencies; coordinates with other City agencies and organizations for wastewater management; and organizes, plans, and performs all administrative, operational, and maintenance functions for wastewater related facilities and capital improvement projects.

OBJECTIVES

- Administer operation and maintenance contract for the City's Water Reclamation Plant and associated facilities.
- Coordinate with other City departments on projects related to sewage collection, treatment, and disposal.
- Coordinate with City of Los Angeles for all activities related to contracts between Burbank and L.A. for treatment and disposal of wastewater and waste sludge to the L.A. Wastewater Treatment System.
- Coordinate with U.S. Environmental Protection Agency (EPA), Regional Water Quality Control Board, and South Coast Air Quality Management District for regulations pertaining to the Burbank Water Reclamation Plant.
- Plan, design, and execute capital improvement projects for present and future wastewater management facility needs.
- Perform all tasks related to establishment and implementation of sewer service and facilities charges.

BUDGET HIGHLIGHTS

This section provides for professional services to meet U.S. EPA or Water Quality Control Board regulations relating to water quality discharge requirements.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology). This allocation is calculated based on the annual cost allocation study following Federal Office of Management and Budget guidelines.

Direct charges reimburse the General Fund's Salary and Benefit costs of the Water Reclamation & Sewer Fund's portion of the City Engineer position, portions of an Administrative Officer in Public Works, and an Information Systems Analyst III position.

SECTION SUMMARY

	EXPENDITURES 2009-10	BUDGET 2010-11	BUDGET 2011-12	CHANGE FROM PRIOR YEAR
Staff Years	1.900	2.100	2.147	0.047
Salaries & Benefits	\$ 241,860	\$ 269,873	\$ 291,557	\$ 21,684
Materials, Supplies, Services	1,557,686	1,661,189	1,703,059	41,870
TOTAL	<u>\$ 1,799,546</u>	<u>\$ 1,931,062</u>	<u>\$ 1,994,616</u>	<u>\$ 63,554</u>

Water Reclamation & Sewer Fund

Industrial Waste Permitting & Inspection Section

494PW23B

The Industrial Waste Permitting & Inspection Section provides industrial/commercial waste management to fully comply with federal, state, and local regulations.

OBJECTIVES

- Develop and enforce the local pretreatment program and enforcement regulations in full conformance with the U.S. EPA, California Regional Water Quality Control Board, State Water Resources Control Board, and other local agency regulations.
- Coordinate with appropriate federal, state, and local agencies in regard to industrial/commercial wastewater management.
- Administer the contract for field activities of the local pretreatment program/enforcement.
- Plan, develop, and execute industrial waste capital improvement projects.
- Administer and enforce the City's Stormwater Management Plan.

BUDGET HIGHLIGHTS

The Private Contractual Services account provides for the contract operation of the Industrial Pretreatment Program, outside laboratory services and funding for the Stormwater Management Plan to comply with the National Pollution Discharge Elimination System (NPDES) permit. Refer to the Professional Services Agreements (PSA) listing in the Appendix for detailed information on services provided.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

SECTION SUMMARY

	EXPENDITURES 2009-10	BUDGET 2010-11	BUDGET 2011-12	CHANGE FROM PRIOR YEAR
Staff Years	1.250	1.250	1.250	
Salaries & Benefits	\$ 146,212	\$ 174,676	\$ 185,870	\$ 11,194
Materials, Supplies, Services	1,510,156	1,584,317	1,552,661	(31,656)
TOTAL	\$ 1,656,368	\$ 1,758,993	\$ 1,738,531	\$ (20,462)

Water Reclamation & Sewer Fund

Plant Operations & Maintenance Section

494PW23C

The Plant Operations and Maintenance Section provides the treatment and disposal of residential, commercial, and industrial wastewater generated in the City, and protects the receiving water quality.

OBJECTIVES

- Treat approximately 9 million gallons per day of industrial, commercial, and residential wastewater at the City's Water Reclamation Plant.
- Treat approximately 3 million gallons per day of wastewater and sludge at the City of L.A. Hyperion Treatment Plant.
- Oversee contract operation of the City's Water Reclamation Plant.
- Coordinate with U.S. EPA, State Water Resources Control Board, and California Regional Water Quality Control Board relative to obtaining necessary permits, reporting requirements, etc.
- Evaluate, plan, design, and execute capital improvement projects needed to meet the NPDES permit requirements, etc.

BUDGET HIGHLIGHTS

The Governmental Services account funds the City's share for sewage treatment and disposal to the City of Los Angeles Wastewater Treatment System per a contract agreement. The appropriation is based on City of Los Angeles projections.

The BWP Billing Service account pays for the cost of billing service charges. BWP bills and collects revenues from all sewer customers for the Public Works Department.

Indirect Charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

SECTION SUMMARY

	EXPENDITURES 2009-10	BUDGET 2010-11	BUDGET 2011-12	CHANGE FROM PRIOR YEAR
Staff Years	0.850	0.850	0.850	
Salaries & Benefits	\$ 135,597	\$ 133,161	\$ 144,979	\$ 11,818
Materials, Supplies, Services	7,882,548	10,874,343	9,707,895	(1,166,448)
Capital Improvements	20,538,083	2,309,720	1,969,595	(340,125)
TOTAL	\$ 28,556,228	\$ 13,317,224	\$ 11,822,469	\$ (1,494,755)

Water Reclamation & Sewer Fund

Sewer Maintenance Section

494PW23D

The Sewer Maintenance Section video inspects and cleans the City's sewer system.

OBJECTIVES

- Clean 230 miles of the City sewer system.
- Respond to all reported sewer stoppages.
- Check and clean the Mariposa pump house twice a month.
- Check and clean various trouble areas, siphons, manholes, restaurants, and mainlines with root problems on a monthly basis.
- Repair and remodel manholes and construct and repair sewer and drainage lines.
- Check seven stormwater pump houses before storms for operational readiness.
- Video inspect main sewer line for damage assessment.

BUDGET HIGHLIGHTS

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

A one-time capital outlay request in the amount of \$262,191 was approved to supplement the existing replacement budget to cover the added cost of purchasing a CNG powered vehicle.

SECTION SUMMARY

	EXPENDITURES 2009-10	BUDGET 2010-11	BUDGET 2011-12	CHANGE FROM PRIOR YEAR
Staff Years	7.000	8.000	7.000	(1.000)
Salaries & Benefits	\$ 846,129	\$ 849,441	\$ 745,462	\$ (103,979)
Materials, Supplies, Services	394,369	625,565	653,902	28,337
Capital Outlay			262,191	262,191
Capital Improvements	204,895	350,000	80,000	(270,000)
TOTAL	\$ 1,445,393	\$ 1,825,006	\$ 1,741,555	\$ (83,451)

Water Reclamation & Sewer Fund

Operations Program - Engineering & Design Section

494PW23A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2009-10	FY 2010-11	FY 2011-12	PRIOR YEAR
STAFF YEARS		1.900	2.100	2.147	0.047
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 181,890	\$ 196,788	\$ 201,910	\$ 5,122
60006	Overtime		3,191	3,191	
60012	Fringe Benefits	59,829	69,894	86,456	16,562
60031	Payroll Adjustment	141			
		241,860	269,873	291,557	21,684
MATERIALS, SUPPLIES, SERVICES					
62085	Other Professional Services	\$ 166,167	\$ 412,000	\$ 412,000	
62140	Special Services	5,097	3,000	3,000	
62220	Insurance	132,531	148,978	165,293	16,315
62235	Services of Other Dept - Indirect	173,134	148,467	158,382	9,915
62240	Services of Other Dept - Direct	63,966	63,457	67,227	3,770
62300	Special Departmental Supplies	1,261	1,200	1,200	
62420	Books & Periodicals		200	200	
62475	F532 Vehicle Equipment Rental	17,936	17,307	25,562	8,255
62485	F535 Comm Equip Rental	19,814	19,814	17,831	(1,983)
62496	F537 Computer Equip Rental	62,352	11,421	13,957	2,536
62755	Training	4,290	5,500	5,500	
62895	Miscellaneous	79,031	800	800	
63005	Depreciation - Building	827,045	827,045	830,107	3,062
63010	Depreciation - Infrastructure	5,062	2,000	2,000	
		1,557,686	1,661,189	1,703,059	41,870
PROGRAM TOTAL		\$ 1,799,546	\$ 1,931,062	\$ 1,994,616	\$ 63,554

Water Reclamation & Sewer Fund

Operations Program - Industrial Waste & Inspection Section

494PW23B

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2009-10	FY 2010-11	FY 2011-12	PRIOR YEAR
STAFF YEARS		1.250	1.250	1.250	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 110,075	\$ 130,162	\$ 131,471	\$ 1,309
60012	Fringe Benefits	36,043	44,514	54,399	9,885
60031	Payroll Adjustment	94			
		146,212	174,676	185,870	11,194
MATERIALS, SUPPLIES, SERVICES					
62085	Other Professional Services	\$ 4,406	\$ 36,000	\$ 36,000	
62170	Private Contractual Services	1,401,911	1,425,736	1,387,910	(37,826)
62235	Services of Other Dept - Indirect	54,163	52,438	58,588	6,150
62420	Books & Periodicals		1,000	1,000	
62435	General Equip Maint & Repair	29,873	45,500	45,500	
62496	Fund 537 Computer System	741			
62700	Memberships & Dues	19,037	22,515	22,515	
62755	Training		575	575	
62895	Miscellaneous	25	200	200	
62496	F537 Computer Equip Rental		353	373	20
		1,510,156	1,584,317	1,552,661	(31,656)
PROGRAM TOTAL		\$ 1,656,368	\$ 1,758,993	\$ 1,738,531	\$ (20,462)

Water Reclamation & Sewer Fund

Operations Program - Plant Operations & Maintenance Section

494PW23C

		EXPENDITURES FY 2009-10	BUDGET FY 2010-11	BUDGET FY 2011-12	CHANGE FROM PRIOR YEAR
STAFF YEARS		0.850	0.850	0.850	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 100,516	\$ 100,148	\$ 104,119	\$ 3,971
60012	Fringe Benefits	34,846	33,013	40,860	7,847
60031	Payroll Adjustment	235			
		135,597	133,161	144,979	11,818
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 807,423	\$ 860,000	\$ 950,000	\$ 90,000
62085	Other Professional Services	165,784	200,000	200,000	
62135	Governmental Services		2,594,160	1,913,850	(680,310)
62170	Private Contractual Services	2,342,873	2,539,160	2,408,115	(131,045)
62230	BWP Billing Service	872,801	835,014	831,196	(3,818)
62235	Services of Other Dept - Indirect	184,882	226,193	223,587	(2,606)
62316	Software & Hardware	105	12,000	12,000	
62415.1000	Collection Fee	217			
62420	Books & Periodicals		150	150	
62435	General Equip Maint & Repair	152,580	150,800	150,800	
62475	F532 Vehicle Equipment Rental	35,912	36,102	35,827	(275)
62496	F537 Computer Equip Rental	2,751	1,234	1,303	69
62735	Emissions & Permit Fees	73,041	90,000	90,000	
62755	Training		395	395	
62820	Bond Interest & Redemption	758,453	782,878	707,053	(75,825)
62825	Bond Issuance Costs	18,610	69,600	69,600	
62830.1000	Credit Card Merchant Fees	1,800	13,814	13,814	
62895	Miscellaneous		150	150	
63000	Deprec. Exp - Land Imprvmnts	315,723	315,724	315,724	
63005	Depreciation Expense - Bldg.	541,850	541,850	596,513	54,663
63010	Depreciation - Infrastructure	294,336	294,337	332,247	37,910
63015	Deprec. Exp - Mach & Eqmt	13,794	11,169	23,628	12,459
63020	Deprec. Exp - Other Facilities	1,284,011	1,284,011	816,341	(467,670)
63025	Deprec. Exp - Other Util Assets	15,602	15,602	15,602	
		7,882,548	10,874,343	9,707,895	(1,166,448)
CAPITAL IMPROVEMENTS					
15022.15734	Seismic Retrofit-Water Rec Plant	\$ 1,093,258			
15022.19261	Plant Op. Improvements	172,298		498,070	498,070
15022.20091	Water Rec Plant HVAC Repl.			190,000	190,000
15032.19260	Sanitary Sewer Rep. & Upgrades	1,825,625		900,000	900,000
15042.13650	Sanitary Sewer Rep. & Upgrades	71,560	900,000		(900,000)
15042.14293	Water Rec Plant Oper Impvts	114,366	279,800		(279,800)
15042.15722	Equalization Basin Project	16,772,704			
15052.15210	Hyperion Capital Construction	488,272	1,129,920	381,525	(748,395)
		20,538,083	2,309,720	1,969,595	(340,125)
PROGRAM TOTAL		\$ 28,556,228	\$13,317,224	\$ 11,822,469	\$ (1,494,755)

Water Reclamation & Sewer Fund

Sewer Maintenance Program

494PW23D

		EXPENDITURES FY 2009-10	BUDGET FY 2010-11	BUDGET FY 2011-12	CHANGE FROM PRIOR YEAR
STAFF YEARS		7.000	8.000	7.000	(1.000)
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 530,171	\$ 515,473	\$ 441,862	\$ (73,611)
60006	Overtime	18,351	32,261	32,261	
60012	Fringe Benefits	297,055	301,707	271,339	(30,368)
60015	Wellness Program	180			
60031	Payroll Adjustment	372			
		846,129	849,441	745,462	(103,979)
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 33,643	\$ 34,000	\$ 34,000	
62170	Private Contractual Services	13,165	167,000	137,000	(30,000)
62235	Services of Other Dept - Indirect	216,702	259,031	257,648	(1,383)
62300	Special Departmental Supplies	9,458	22,000	22,000	
62380	Chemicals	1,359	10,625	10,625	
62435	General Equip Maint & Repair	40,296	41,238	41,238	
62435.19256	Sewer Manhole Adjustment			20,000	
62475	F532 Vehicle Equipment Rental	38,090	49,750	40,605	(9,145)
62485	F535 Comm Equip Rental	4,695	4,695	4,199	(496)
62496	F537 Computer Equip Rental	2,955	2,686	4,273	1,587
62700	Memberships & Dues	3,109	1,400	1,400	
62755	Training	2,057	4,300	4,300	
63015	Deprec. Exp - Mach & Eqmt			47,774	47,774
63035	Depreciation Expense - Vehicle	28,840	28,840	28,840	
		394,369	625,565	653,902	28,337
CAPITAL OUTLAY					
15101	Vehicle Clearing			\$ 262,191	\$ 262,191
				262,191	262,191
CAPITAL IMPROVEMENTS					
15042.16716	Trash Excluders	\$ 204,895	\$ 250,000		\$ (250,000)
15042.17533	Repair of Pump Stations		80,000	80,000	
15122.13647	Sewer Manhole Adjustment		20,000		(20,000)
		204,895	350,000	80,000	(270,000)
PROGRAM TOTAL		\$ 1,445,393	\$ 1,825,006	\$ 1,741,555	\$ (83,451)

WATER RECLAMATION & SEWER - OPERATIONS
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2009-10	STAFF YEARS 2010-11	STAFF YEARS 2011-12	CHANGE FROM PRIOR YEAR
ASST PW DIR - WASTEWTR	1.000	1.000	1.000	
SR CIVIL ENGINEER	1.000	1.000	1.000	
CIVIL ENGR ASSOC	1.000	1.000	1.000	
CIVIL ENGR ASSISTANT	1.000	1.000	1.000	
TOTAL FULL TIME	4.000	4.000	4.000	
Part Time				
PRINCIPAL CLERK		0.100	0.100	
SR ADM ANALYST			0.047	0.047
SR CLERK		0.100	0.100	
TOTAL PART TIME		0.200	0.247	0.047
		*	*	*
TOTAL STAFF YEARS	4.000 (4)	4.200 (4)	4.247 (4)	0.047

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

WATER RECLAMATION & SEWER - MAINTENANCE
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2009-10	STAFF YEARS 2010-11	STAFF YEARS 2011-12	CHANGE FROM PRIOR YEAR
PUBLIC WORKS SUPV	1.000	1.000		-1.000
COLLECTION SYS SUPV			1.000	1.000
COLLECTION SYS LDWORKER	1.000	1.000		-1.000
COLLECTION SYS JOURNEYMN	3.000	3.000	3.000	
SKILLED WORKER	3.000	3.000	3.000	
TOTAL FULL TIME	8.000	8.000	7.000	-1.000
		*	*	*
TOTAL STAFF YEARS	8.000 (8)	8.000 (8)	7.000 (7)	-1.000

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

Golf Fund

Fund 495

DESCRIPTION

The City of Burbank, under the supervision of the Park, Recreation and Community Services Department, owns and operates the DeBell Golf Course facility which consists of an 18 hole course; a 9 hole course; 3 par course; a driving range; and, a clubhouse. The maintenance and operational costs of the DeBell Golf Course, as well as the financial support for all capital improvement projects related to this facility, are completely funded by golf fees.

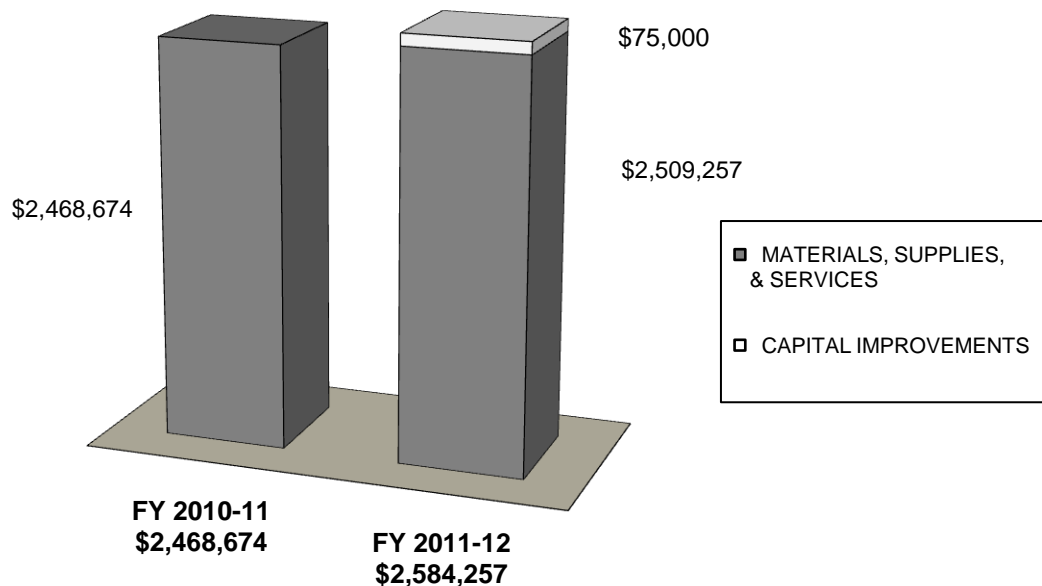
OBJECTIVES

- Provide the community with an aesthetic, challenging, and well maintained public golf complex.
- Complete the golf course capital improvement projects as defined in the Capital Improvement Program (CIP) document.
- In conjunction with the Park, Recreation and Community Services Board, continue to evaluate the existing fee structure for the DeBell Golf Course.

FUND SUMMARY

	EXPENDITURES 2009-10	BUDGET 2010-11	BUDGET 2011-12	CHANGE FROM PRIOR YEAR
Materials, Supplies, Services	\$ 2,738,018	\$ 2,468,674	\$ 2,509,257	\$ 40,583
Capital Improvements	273,588		75,000	75,000
TOTAL	\$ 3,011,606	\$ 2,468,674	\$ 2,584,257	\$ 115,583

GOLF FUND 495 SUMMARY



Golf Fund

495PR27A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2009-10	FY 2010-11	FY 2011-12	PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 372,005	\$ 286,559	\$ 375,000	\$ 88,441
62085	Other Professional Services	594,270	660,000	12,100	(647,900)
62170	Private Contractual Services	501,370	406,000	998,000	592,000
62215	Insurance Supplement	7,164	16,740	16,740	
62220	Insurance	27,900	22,138	24,563	2,425
62235	Services of Other Dept-Indirect	556,123	463,648	408,782	(54,866)
62240	Services of Other Dept - Direct	21,824	21,308	23,632	2,324
62300	Special Departmental Supplies	6,974	6,901		(6,901)
62310	Office Supplies	2,355	5,187		(5,187)
62440	Office Equip Maint & Repairs		2,000		(2,000)
62450	Build Grounds Maint & Repairs	26,999	27,000	58,000	31,000
62496	F537 Computer Equip Rental	331	331	350	19
62515	General Information		800		(800)
62525	Photography		100		(100)
62815	Note Interest Expense	40,612		21,505	21,505
62895	Miscellaneous	2,430	10,100	2,100	(8,000)
63000	Depreciation Expense - Land	114,991	114,991	125,550	10,559
63005	Depreciation - Building	412,131	397,142	411,719	14,577
63010	Depreciation - Infrastructure	3,192	3,192	3,192	
63011	Depreciation - Road	3,594			
63014	Depreciation - Park			3,487	
63015	Depreciation - Machinery	25,521	24,537	24,537	
63040	Depreciation - Computer	18,232			
		2,738,018	2,468,674	2,509,257	40,583
CAPITAL IMPROVEMENTS					
15012.17845	Renovations to Tee Boxes	\$ 162,632			
15012.19051	Driving Range Irrigation	22,550			
15012.19052	Driving Range Imp. - Holes 5&6	48,549			
15022.13635	Debell Clubhouse	183,607			
15022.2011	Golf Course Seismic Retrofit			75,000	
70002	Street Improvements	(143,750)			
		273,588		75,000	75,000
TOTAL		\$ 3,011,606	\$ 2,468,674	\$ 2,584,257	\$ 115,583

Refuse Collection & Disposal Fund

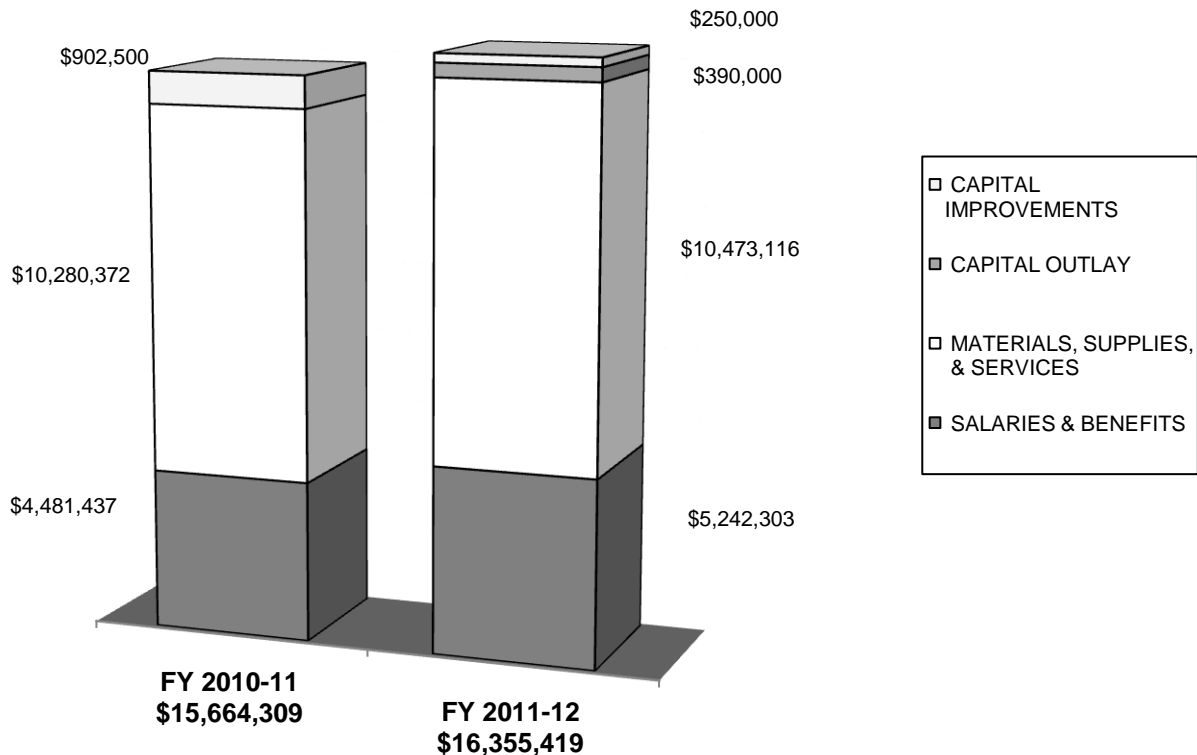
Fund 498

The Refuse Collection and Disposal Fund consists of three sections: Refuse Collection, Refuse Disposal, which includes Landfill Engineering and Operations, and Recycling. Refuse collection, disposal, and recycling revenues are generated from user fees charged to all residents and commercial/industrial users.

FUND SUMMARY

	EXPENDITURES 2009-10	BUDGET 2010-11	BUDGET 2011-12	CHANGE FROM PRIOR YEAR
Staff Years	45.743	48.593	54.257	5.664
Salaries & Benefits	\$ 4,008,429	\$ 4,481,437	\$ 5,242,303	760,866
Materials, Supplies, Services	10,019,342	10,280,372	10,473,116	192,745
Capital Outlay	870,173		390,000	390,000
Capital Improvements	598,954	902,500	250,000	(652,500)
TOTAL	\$ 15,496,898	\$ 15,664,309	\$ 16,355,419	\$ 691,111

REFUSE COLLECTION & DISPOSAL FUND 498 SUMMARY



Refuse Collection & Disposal Fund

Refuse Collection Section

498PW31A

The Refuse Collection Section is responsible for servicing all single family residential units, 60% of the multi-family residential units in the City, and 10% of all commercial/industrial customers in the City. Collection and disposal revenues are generated from fees charged to all residents and commercial users. The Refuse Division assists with the implementation of the City's Source Reduction and Recycling Plan (AB 939).

OBJECTIVES

- Maintain the City's high rate of solid waste diversion through the development and implementation of source reduction, recycling, and greenwaste collection programs.
- Provide excellent customer service while safely removing and delivering refuse, greenwaste, recyclables, and bulky items from customers to appropriate receiving facilities.
- Maintain accurate and retrievable records relating to refuse, greenwaste, and recycling collection.

CHANGES FROM PRIOR YEAR

The Salaries & Benefits budget includes an increase in funding. 100% of Public Works Supervisor, 28.65%, 42.07%, and 43.39% of three Fleet Maintenance Techs, 100% of two Fleet Maintenance Techs, 100% of one Sr. Fleet Maintenance Tech, 31.88% of Tire Maintenance Wkr, and 20.29% of Welder positions' salaries and benefits are being funded from the 498 fund to reflect the amount of time these positions spend working directly for the Refuse Division. The Materials, Supplies & Services budget is also increased to provide for the rise in printing expenses.

BUDGET HIGHLIGHTS

Private Contractual Services provides for services such as, temporary labor to cover staff shortages, special projects, and public information signs on the sides of the refuse trucks.

The BWP Billing Service account reimburses Burbank Water and Power for billing and collecting revenues from all refuse customers for the Public Works Department.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology). This allocation is calculated based on the annual cost allocation study following Federal Office of Management and Budget guidelines.

A one-time capital outlay request in the amount of \$390,000 was approved for the replacement of four vehicles.

SECTION SUMMARY

	EXPENDITURES 2009-10	BUDGET 2010-11	BUDGET 2011-12	CHANGE FROM PRIOR YEAR
Staff Years	36.743	38.593	44.257	5.664
Salaries & Benefits	\$ 2,987,272	\$ 3,384,935	\$ 4,106,517	\$ 721,582
Materials, Supplies, Services	5,915,575	5,829,339	6,047,124	217,785
Capital Outlay	265,819		390,000	
Capital Improvements	351,123			
TOTAL	<u>\$ 9,519,789</u>	<u>\$ 9,214,274</u>	<u>\$ 10,543,641</u>	<u>\$ 1,329,367</u>

Refuse Collection & Disposal Fund

Refuse Disposal Program

498PW31B

The Refuse Disposal Section operates the City's landfill in accordance with federal, state, county, and local regulations and permits. Based on the present rate of disposal, the permitted landfill capacity is designed to last until the year 2053.

OBJECTIVES

- Maintain safe and adequate landfill operations.
- Compact and cover refuse each day with alternative daily cover (reusable tarps).
- Maintain all records, complete all reports, and comply with permit conditions required by agencies that regulate the landfill.
- Maintain landscaping and irrigation improvements as required by the Conditional Use Permit and the Regional Water Quality Control Board.
- Expand landfill gas collection system in Landfill No. 3 and operate and maintain the landfill gas collection system.
- Provide landfill gas emissions monitoring, testing, analysis, and reporting.
- Provide groundwater and surface water quality monitoring, including sampling, analysis, and reporting.
- Operate the City's greenwaste transfer site at the landfill.

BUDGET HIGHLIGHTS

Private Contractual Services provides for services such as, engineering design and landfill permitting; landfill gas collection system operation, monitoring, and maintenance; groundwater and surface water quality monitoring; landscape and irrigation system maintenance and landscape architectural services; and specialty technician services for groundwater well pump maintenance; methane migration monitoring and alarm system; and an automated truck weighing system. Refer to the Professional Services Agreements (PSA) listing in the Appendix for detailed information.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

SECTION SUMMARY

	EXPENDITURES 2009-10	BUDGET 2010-11	BUDGET 2011-12	CHANGE FROM PRIOR YEAR
Staff Years	5.000	5.000	5.000	
Salaries & Benefits	\$ 557,458	\$ 568,833	\$ 582,504	\$ 13,671
Materials, Supplies, Services	2,929,265	2,897,907	2,825,004	(72,903)
Capital Outlay	604,354			
Capital Improvements	237,690			
TOTAL	\$ 4,328,767	\$ 3,466,740	\$ 3,407,508	\$ (59,232)

Refuse Collection & Disposal Fund

Recycling Section

498PW31C

The Recycling Section activities include the curbside collection of recyclables for single-family residential, a portion of multi-family residential, and commercial recycling collection. This section also provides public education and outreach on numerous environmental issues; operating several other recycling programs such as oil recycling and composting. The operation to process recyclables at the Recycle Center is conducted by a private contractor and administered by the Street and Sanitation Division, while in-house City staff conducts the public outreach and administers the other recycling programs.

OBJECTIVES

- Continue the Source Reduction and Recycling Element, as required by the California Integrated Waste Management Act of 1989. Work with the business community to assist them in developing recycling and source reduction plans.
- Continue a comprehensive public awareness program to inform residents about recycling of solid waste and household hazardous waste.
- Operate the Learning Center area with "hands on" exhibits and displays at the Recycle Center. Increase recycling goals to reduce the waste deposited in the landfill by targeting businesses to raise the overall level of business recycling.

BUDGET HIGHLIGHTS

Private Contractual Services provides for services such as, the private waste collector fee audit per Ordinance No. 3310; office and building equipment maintenance contractors; waste oil, oil filters and anti-freeze removal from the Recycle Center; professional and artistic services; and public awareness campaigns to promote recycling, source reduction workshops, and special education events.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

CHANGES FROM PRIOR YEAR

The Private Contractual Services budget is increased to provide for the rise in battery recycling costs.

SECTION SUMMARY

	EXPENDITURES 2009-10	BUDGET 2010-11	BUDGET 2011-12	CHANGE FROM PRIOR YEAR
Staff Years	4.000	5.000	5.000	
Salaries & Benefits	\$ 463,699	\$ 527,669	\$ 553,282	\$ 25,613
Materials, Supplies, Services	1,174,502	1,553,126	1,600,988	47,862
Capital Improvements	10,141	902,500	250,000	(652,500)
TOTAL	\$ 1,648,342	\$ 2,983,295	\$ 2,404,270	\$ (579,025)

Refuse Collection & Disposal

Refuse Collection

498PW31A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2009-10	FY 2010-11	FY 2011-12	PRIOR YEAR
STAFF YEARS		36.743	38.593	44.257	5.664
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 1,862,285	\$ 2,129,569	\$ 2,541,369	\$ 411,800
60006	Overtime	17,019	39,167	39,167	
60012	Fringe Benefits	1,093,672	1,216,199	1,525,981	309,782
60015	Wellness Program	1,027			
60031	Payroll Adjustment	13,269			
		2,987,272	3,384,935	4,106,517	721,582
MATERIALS, SUPPLIES, SERVICES					
62085	Other Professional Services	\$ 500			
62135	Governmental Services	1,223	2,327	2,327	
62140	Special Services	1,953	14,000	14,000	
62170	Private Contractual Services	224,772	276,511	276,511	
62220	Insurance	53,012	59,591	66,117	6,526
62230	BWP Billing Service	971,125	925,037	924,070	(967)
62235	Services of Other Dept - Indirect	795,014	871,158	756,138	(115,020)
62240	Services of Other Dept - Direct	1,164,615	1,040,686	1,201,396	160,710
62300	Special Departmental Supplies	110,754	131,621	131,621	
62310	Office Supplies	1,497	3,000	3,000	
62405	Uniforms & Tools	11,225	16,000	16,000	
62415	Uncollectible Receivables	217			
62435	General Equip Maint & Repair		1,530	1,530	
62440	Office Equip Maint & Repair	817	300	9,260	8,960
62470	F533 Office Equipment Rental		597	597	
62475	F532 Vehicle Equipment Rental	1,496,035	1,537,499	1,620,833	83,334
62485	F535 Comm Equip Rental	88,723	88,723	94,456	5,733
62496	F537 Computer Equip Rental	8,745	7,658	7,423	(235)
62700	Memberships & Dues	683	756	756	
62755	Training	1,036	5,159	5,159	
63000	Depreciation Expense - Land	2,473	2,473	2,473	
63005	Depreciation Expense - Building	344,086	201,650	201,650	
63010	Depreciation Expense - Infr	4,750	4,750	4,750	
63015	Depreciation Expense - Mach	2,073		54,703	54,703
63035	Depreciation Expense - Veh	630,247	638,313	652,354	14,041
		5,915,575	5,829,339	6,047,124	217,785
CAPITAL OUTLAY					
15101	Vehicle Clearing	\$ 265,819		\$ 390,000	\$ 390,000
		265,819		390,000	390,000
CAPITAL IMPROVEMENTS					
15022.15718	Buildings - Work In Progress	\$ 58,305			
15032.15718	Infrastructure - Work In Progress	19,302			
15042.18409	Auto Arm Assembly Replace	273,516			
		351,123			
PROGRAM TOTAL		\$ 9,519,789	\$ 9,214,274	\$ 10,543,641	\$ 1,329,367

Refuse Collection & Disposal

Refuse Disposal

498PW31B

		EXPENDITURES FY 2009-10	BUDGET FY 2010-11	BUDGET FY 2011-12	CHANGE FROM PRIOR YEAR
STAFF YEARS		5.000	5.000	5.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 365,578	\$ 361,208	\$ 361,208	
60006	Overtime	17,011	19,977	19,977	
60012	Fringe Benefits	174,869	187,648	201,319	13,671
		557,458	568,833	582,504	13,671
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 82,676	\$ 85,000	\$ 85,000	
62135	Governmental Services	119,662	125,000	125,000	
62140	Special Services	1,157	3,000	3,000	
62170	Private Contractual Services	903,751	770,000	770,000	
62225	Custodial Services	176			
62235	Services of Other Dept - Indirect	139,500	164,633	143,341	(21,292)
62300	Special Departmental Supplies	5,370	15,000	15,000	
62405	Uniforms & Tools	1,878	2,000	2,000	
62440	Office Equipment Maintenance	190			
62475	F532 Vehicle Equipment Rental	493,692	512,500	540,278	27,778
62496	F537 Computer Equip Rental	1,239	1,010	956	(54)
62700	Memberships & Dues	673	800	800	
62710	Travel		2,000	2,000	
62755	Training	1,692	3,000	3,000	
62820	Bond Interest & Redemption	452,762	499,043	414,223	(84,820)
62825	Bond Issuance Costs	44,920	44,920	44,920	
62830.1000	Credit Card Merchant Fees	2,500	3,600	3,600	
62920	Trust Fund Set Aside	415,118	425,000	425,000	
63000	Depreciation Expense - Land	136,543	106,201	103,443	(2,758)
63010	Depreciation Expense - Infr			11,885	11,885
63015	Depreciation Expense - Mac	43,976			
63035	Depreciation Expense - Veh	81,790	135,200	131,558	(3,642)
		2,929,265	2,897,907	2,825,004	(72,903)
CAPITAL OUTLAY					
15101	Vehicles - Clearing	\$ 604,354			
		604,354			
CAPITAL IMPROVEMENTS					
15032.16781	Seismic Retrofit Refuse Locker	\$ 237,690			
		237,690			
PROGRAM TOTAL		\$ 4,328,767	\$ 3,466,740	\$ 3,407,508	\$ (59,232)

Refuse Collection & Disposal

Recycling

498PW31C

		EXPENDITURES FY 2009-10	BUDGET FY 2010-11	BUDGET FY 2011-12	CHANGE FROM PRIOR YEAR
STAFF YEARS		4.000	5.000	5.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 325,013	\$ 367,727	\$ 367,701	\$ (26)
60006	Overtime	1,169	4,000	4,000	
60012	Fringe Benefits	134,301	155,942	181,581	25,639
60015	Wellness Program	3,216			
		463,699	527,669	553,282	25,613
MATERIALS, SUPPLIES, SERVICES					
62170	Private Contractual Services	\$ 846,574	\$ 1,090,000	\$ 1,140,000	\$ 50,000
62170.17534	Used Oil Grant 13th Cycle	7,397			
62170.17535	DOC City/County 07-08	2,075			
62170.18406	Used Oil 14th Cycle	24,928			
62170.18407	DOC City/County Funds 08	13			
62170.18408	Pop Up Repairs	17,846	20,000	20,000	
62170.19011	Oil Block Grant 15th Cycle	1,424			
62170.19620	Oil Block Grant 16th Cycle		15,000		(15,000)
62235	Services of Other Dept-Indirect	185,798	306,324	319,836	13,512
62300	Special Departmental Supplies	32,547	55,800	55,800	
62310	Office Supplies	24,312	26,300	26,300	
62405	Uniforms & Tools	270	500	500	
62420	Books & Periodicals	266	600	600	
62440	Office Equip Maint & Repair	1,546	800	800	
62475	F532 Vehicle Equipment Rental	4,987			
62485	F535 Comm Equip Rental	10,024	10,024	9,694	(330)
62496	F537 Computer Equip Rental	4,916	4,189	3,869	(320)
62700	Memberships & Dues	3,500	6,500	6,500	
62710	Travel	333	2,160	2,160	
62755	Training	414	2,000	2,000	
62895	Miscellaneous	453	8,050	8,050	
63005	Depreciation	1,699	1,699	1,699	
63015	Depreciation Expense - Mach	1,124	1,124	1,124	
63035	Depreciation Expense - Vehi	2,056	2,056	2,056	
		1,174,502	1,553,126	1,600,988	47,862
CAPITAL IMPROVEMENTS					
15022.16677	Rpl Recycle Cntr Roll Up Doors		\$ 22,500		\$ (22,500)
15022.16679	Recycle Cntr Warehouse Ventil.		400,000	250,000	(150,000)
15022.16680	Recycle Center Learning	3,758			
15022.16681	Recycle Cntr Bldg Wash/Paint	597			
15022.16682	Recycle Cntr Sheet Metal Soffit		80,000		(80,000)
15022.18426	Recycle Ctr Kitchen/Restroom	5,786			
15022.19618	Recycle Cntr Warehouse Roof		400,000		(400,000)
		10,141	902,500	250,000	(652,500)
PROGRAM TOTAL		\$ 1,648,342	\$ 2,983,295	\$ 2,404,270	\$ (579,025)

REFUSE COLLECTION & DISPOSAL

AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2009-10	STAFF YEARS 2010-11	STAFF YEARS 2011-12	CHANGE FROM PRIOR YEAR
PW SUPERVISOR			1.000	1.000
RECYCLING COORDINATR	1.000	1.000	1.000	
LANDFILL SUPERVISOR	1.000	1.000	1.000	
SOLID WASTE SUPV	1.000	2.000	2.000	
SOLID WASTE LEADWORKER	1.000	1.000	1.000	
RECYCLING SPECIALIST	1.000	1.000	1.000	
SR ADMINISTRATIVE ANALYST	1.000	1.000	1.000	
LANDFILL LEADWORKER	1.000	1.000	1.000	
HEAVY EQUIPMENT OPR	2.000	2.000	2.000	
SOLID WASTE UTILITY WORKER	2.000	2.000	2.000	
SOLID WASTE TRUCK OP	24.000	24.000	24.000	
SR CLERK	3.000	3.000	3.000	
SR SECRETARY	1.000	1.000	1.000	
FLEET MAINT TECH			2.000	2.000
SR FLEET MAINT TECH			1.000	1.000
INTERMEDIATE CLERK	2.000	2.000	2.000	
UTILITY WORKER	3.000	3.000	3.000	
TOTAL FULL TIME	44.000	45.000	49.000	4.000
Part Time	*	*	*	
SOLID WASTE TRUCK OP	1.743 (7)	1.743 (7)	1.743 (7)	
WORK TRAINEE I	0.500 (1)	0.500 (1)	0.500 (1)	
SKILLED WORKER	0.500 (1)	0.500 (1)	0.500 (1)	
PW SUPERVISOR		0.050	0.050	
CEMENT FINISHER		0.050	0.050	
STREET MAINT LEADWORKER		0.050	0.050	
HEAVY EQUIPMENT DRIVER		0.300	0.300	
PW JOURNEYMAN		0.100	0.100	
HEAVY EQUIPMENT OPR		0.300	0.300	
FLEET MAINT TECH			1.142	1.142
TIRE MAINT WKR			0.319	0.319
WELDER			0.203	0.203
TOTAL PART TIME	2.743 (9)	3.593 (9)	5.257 (9)	1.664
	*	*	*	
TOTAL STAFF YEARS	46.743 (53)	48.593 (54)	54.257 (58)	5.664

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS